

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, January 18, 2022 @ 8:30 a.m.
Jefferson County Courthouse, Room 205 and virtual via zoom

1. Call to Order: Meeting called to order by Chair James Braughler at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary (virtual at 8:34 a.m.); Michael Wineke, Vice Chair. **Quorum established.** Excused: Brandon White. Other staff present: Terri Palm-Kostroski, Human Resources Director; Sarana Stolar (virtual); Blair Ward, Corporation Counsel; and Benjamin Wehmeier, County Administrator. Members of the public present: Joan Callan (virtual); Niki Englert (virtual); Jan Johnston; Aleah Streng; Jan Timm.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Discussion only. No changes made.
5. Public Comment: None.
6. Communications: None.
7. Approval of November 16, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee November 16, 2021, minutes as presented. Second by J. Fitzgerald. Motion passed 4:0.**
8. Update and discussion concerning COVID policy and trends for Jefferson County employees. Information provided by T. Palm-Kostroski and B. Wehmeier. **No action taken.**
9. Discussion on President Biden’s Executive Order mandating vaccinations and/or weekly testing for certain employees. Information provided by T. Palm-Kostroski and B. Wehmeier. **No action taken.**
10. Establish salaries for the 4-year term, from 2023 - 2026, for the positions of Clerk of Courts and Sheriff. **Motion by M. Wineke to approve forwarding the Resolution establishing salaries for the Clerk of Courts and the Sheriff for the 4-year term from 2023 – 2026 as presented. Second by L. Payne. Motion passed 4:0.**
11. Discussion and possible action on amending Personnel Ordinance HR0461, Military Leave Procedure, to incorporate Resolution 2004-50 regarding insurance coverage for County employees on active military duty and their families and Resolution 2004-51 regarding vacation accrual for County employees on active military duty and rescind Resolution 2004-50 and Resolution 2004-51. **Motion by M. Wineke to approve forwarding the ordinance amending Personnel Ordinance HR0461, Military Leave Procedure, to County Board, clarifying that Resolutions 2004-50 and 2004-51 are incorporated within the ordinance in Section 2 as presented. Second by J. Fitzgerald. Motion passed 4:0.**
12. Review of December 2021 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
13. Report from Human Resources Director. Palm-Kostroski provided verbal report. **No action taken.**
14. Set next meeting date and agenda items: Tuesday, February 15, 2022.
15. Adjournment. **Motion by J. Fitzgerald to adjourn. Second by M. Wineke. Motion passed 4:0. Meeting adjourned at 9:15 a.m.**